

STANDARD OPERATING PROCEDURES FOR NATIONAL RESPONSE PLAN ACTIVATIONS

Department of Interior's Financial Offices
Standard Operating Procedures

July 2005

Foreword

This guidance describes the financial management Standard Operating Procedures (SOP) for the Department of Interior when responding to disasters and emergencies under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, et seq.). National disasters and emergencies not covered under the Stafford Act will be described briefly. This guidance is consistent with, and supports the Department of Homeland Security's National Response Plan (NRP).

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I. INTRODUCTION

A. Background

The Department of Homeland Security (DHS) created the National Response Plan (NRP) to serve as guidance for Federal, State, local, and tribal organizations to more efficiently coordinate the use of resources when responding to national disasters and emergencies. The NRP is an all-hazard plan that establishes a single, comprehensive framework for incident management. It is intended to help save lives and protect America's communities by increasing the speed, effectiveness, and efficiency of responses. More information on the NRP can be found on the DHS website (www.dhs.gov) under "Emergencies and Disasters" or calling 1(800)-368-6498. Free information (i.e. binders, CDs, etc.) on the NRP can be order by calling 1 (800)-480-2520.

B. Purpose

This guide outlines the required financial management Standard Operating Procedures (SOP) that incorporate the ideology of the National Response Plan. This includes guidance for the Department of the Interior (DOI) and its bureaus. It provides assistance in response to major disasters or emergencies declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) as well as for DOI and its bureaus when requesting/providing Federal-to-Federal support in Incidents of National Significance that do not involve the Stafford Act. The processes and procedures described in this guide ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established Federal law, policies, regulations, and standards.

C. Scope

The Emergency Support Functions (ESF) provide the structure for facilitating delivery of critical Federal resources, assets, and assistance during Incidents of National Significance. Federal departments and agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities. A list of the ESFs, their titles, and descriptions can be found in the NRP informational packages available through DHS. DOI can be designated is a primary agency for ESF #11 (Agriculture and Natural Resources) if assistance is requested for Natural and Cultural Resources and Historic Properties (NCH). DOI also supports 13 of the 15 ESFs, most frequently ESF#4 (Firefighting) and ESF#3 (Public Works and Engineering).

II. AUTHORITIES

DOI is a signatory of the National Response Plan, and is committed to:

- Supporting NRP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency coordinating structures, as required;
- Agreeing to the terms and conditions, as if separately signed, in the “Memorandum of Agreement: Mutual Aid for Incidents of National Significance (non-Stafford Act),” set forth in the Financial Management Support Annex, Attachment 3, December 2004, in the NRP (this provision is applicable only to Federal departments and agencies).

The Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) maintains the NRP through an interagency review process. All federal agencies are also guided under the authorities of the Stafford Act, Economy Act, established Federal law, policies, regulations, and standards.

III. Stafford Act Disaster Declarations

During emergency responses under a Stafford Act disaster declaration, FEMA tasks Federal agencies with the issuance of a Mission Assignment (MA) Form (See Appendix B).

A. Responsibilities

1. Financial Offices

- a. Efficiently, economically, and effectively manage, track, and report all cost information related to a mission assignment as outlined by this policy, FEMA under the guidance of NRP, and other established Federal law, policies, regulations, and standards.
- b. Ensure that appropriate management approval is obtained before committing any resources.

2. Financial Point of Contact (FPOC)

Each bureau will establish a Financial Point of Contact (FPOC) responsible for the following duties:

- a. Coordinate processing/submission of incident mission assignment/sub-tasking forms (See Appendix B&C).
- b. In coordination with the Disaster Response Program Manager, ensure proper recording of the costs associated with mission assignments.
- c. Bill FEMA or Federal agency for reimbursement of costs.
- d. Communication and submission of necessary control forms and financial data to the Departmental Finance Contact (DFC).

3. Departmental Finance Contact (DFC)

The Department of Interior will establish a single DFC.

- a. Establish and maintain reporting guidelines.
- b. Obtain information on all mission assignments of DOI involvement, from FPOC.
- c. Submit required data to appropriate staff (such as the Environmental Safe Guard group, Bureau Executive Agents and Emergency Coordinators, etc).

B. Requirements as a Primary Agency

The Department of Interior is a Primary Agency for ESF #11 – Agriculture and Natural Resources, under NCH incident response.

1. Financial Offices

- a. Review cost activity of Mission Assignment.
- b. Ensure correct reporting through the use of maintained controls.

2. Financial Point of Contact (FPOC)

a. Getting Started

- Confirm MA forms are approved before committing any resources to an incident.
 - This written confirmation (fax, email, etc.) will be sent by the bureau's Executive Agent.
- Upon confirmation of an approved MA, establish the Departmental Job Code (DJC) specific for that incident. The DJC will be used when submitting required information concerning the incident to the DFC.
 - The DJC will be both the "incident number" and "MA number" found directly on the Mission Assignment (See Appendix H).
 - The DJC does not supercede the bureau's job tracking code. Rather, it will work in conjunction with it.

b. Throughout Mission Assignment

- Create and maintain a spreadsheet (See Appendix F) to track costs for each MA. A complete list of cost items can be found on the internet at www.fema.gov/ofm/billinst.shtm. Here is a brief list of some items to include:
 - Departmental Job Code
 - Copy of Mission Assignment (previously referred to as the RFA)
 - Breakdown of costs by sub-object class code
 - Description of services performed
 - Period of Performance
 - Personal Services
 - Regular or OT labor w/breakdown of hours
 - Indirect Cost
 - Travel/Per Diem and Transportation

- Contract Services
- Property/Equipment Purchase or Lease
- Motor Vehicle Charges
- Other
- Submit Mission Assignment Monthly Progress Reports to FEMA online at www.fema.gov/mapprogress/index.jsp for MA's that take more than 60 days to complete. This form should be submitted every 30 days thereafter.
 - To avoid an overlap in reported information, coordinate with support agencies that as the Primary Agency you will submit all information pertaining to these reports.
- Submit status report for each MA to DFC weekly in an excel format that contains the following:
 - Mission Assignment number broken up (see Appendix H)
 - MA incident number
 - MA Title
 - Reimbursing Agency ALC
 - RSA amount as stated in MA
 - Billing ALC
 - Total Funding Exhausted by Billing ALC
 - Starting Date/Finish Date (possibly an estimate)
- Submit an Action Request Form (ARF, See Appendix D) to FEMA, if additional funding is needed. This must be approved by FEMA before exceeding the dollar limitation set within the Mission Assignment.
- Submit a reimbursable bill for MA's to FEMA with supporting documentation.
 - Billing will be done on completion of an MA or on a quarterly basis for a majority of the Fiscal Year; however, for the three months prior to the Fiscal Year End, monthly billing is required.
 - A full set of billing guidelines are found online at www.fema.gov/ofm/ofed_agencies.shtm. Listed below is a brief list of support items to be sent (FEMA address, see Appendix I).
 - Invoice (Treasury Approved Form such as SF1080, SF1081, 4445R)
 - MA Transmittal Form (See Appendix G)
 - Excel spreadsheet with tracked costs
 - Other relevant supporting documentation
 - FEMA should be IPAC'd using the ALC 70-070002.
- Review reimbursable bills received from support agencies. If approved they should be forwarded to FEMA (FEMA address, See Appendix I); otherwise, sent back to support agency for revisions.
 - Support agencies should IPAC FEMA directly, not DOI.

c. Final Steps

- Notify FEMA and DFC when a Mission Assignment is completed
- Submit final reimbursement request within 90 days of fully completing a MA and mark the bill “FINAL”

3. Departmental Finance Contact (DFC)

a. Getting Started

- Issue Departmental Job Code to FPOC after confirming a Mission Assignment has been approved.
 - Store this DJC with appropriate information in access database.
 - This written confirmation (fax, email, etc.) will be sent by the bureau’s Executive Agent.

b. Throughout Mission Assignment

- Collect MA information weekly and enter it into the access data base. The information should be received in a standard formatted excel spreadsheet.
- Submit information from database to the Environmental Safe Guard group, Executive Agents and other appropriate staff.
 - Report will summarize a status for all MAs.
- Analyze reports created from database.
 - Check for validity, completeness, and consistency.
 - Evaluate the status of funding for the MAs.

c. Final Steps

- Report total cost figures to the Environmental Safe Guard group, Executive Agents and other appropriate staff when the MA has been.

C. Requirements as a Support Agency

The Department of Interior is a Support Agent for several Emergency Support Functions (ESF), most frequently ESF#4 – Firefighting and ESF #3 – Public Works and Engineering.

1. Financial Offices

- Review cost activity related to the Mission Assignment.
- Ensure correct reporting through the use of maintained controls.

2. Financial Point of Contact (FPOC)

a. Getting Started

- Confirm MA and sub-tasking (See Appendix B&C) forms are approved before committing any resources to an incident.

- This written confirmation (fax, email, etc.) will be sent by Executive Agent.
- Upon confirmation of an approved MA, realize the Departmental Job Code (DJC) specific for that incident. The DJC will be used when submitting required information concerning the incident to the DFC.
 - The DJC will be both the “incident number” and “MA number” found directly on the Mission Assignment (See Appendix H).
 - The DJC does not supercede the bureau’s job tracking code. Rather, it will work in conjunction with it.

b. Throughout Mission Assignment

- Create and maintain a spreadsheet (See Appendix F) to track costs for each incident. A complete list of cost items can be found on the internet at www.fema.gov/ofm/billinst.shtm. Here is a brief list of some items to include:
 - Departmental Job Code
 - Copy of Mission Assignment (previously referred to as the RFA)
 - Breakdown of costs by sub-object class code
 - Description of services performed
 - Period of Performance
 - Personal Services
 - Regular or OT labor w/breakdown of hours
 - Indirect Cost
 - Travel/Per Diem and Transportation
 - Contract Services
 - Property/Equipment Purchase or Lease
 - Motor Vehicle Charges
 - Other
- Mission Assignment Monthly Progress Reports will not be submitted to FEMA as this is the responsibility of the Primary Agency.
- Submit status report for each incident to DFC every week in an excel format that contains the following:
 - Mission Assignment number broken up as described in Appendix H
 - MA incident number
 - MA Title
 - Reimbursing Agency ALC
 - RSA amount as stated in MA
 - Billing ALC
 - Total Funding Exhausted by Billing ALC
 - Starting Date/Finish Date (possibly an estimate)
- If additional funding is needed, arrangements must be made with the Primary Agency before the funding in the current agreement is exceeded.
 - Agreement should be made using a sub-tasking form.
- A reimbursable bill for incident should be submitted to the Primary Agency with support.

- Billing will be done upon completion of a MA or on a quarterly basis for a majority of the Fiscal Year; however, for the three months prior to the Fiscal Year End, monthly billing is required.
- A full set of billing guidelines are found online at www.fema.gov/ofm/ofed_agencies.shtm. Listed below is a brief list of support items to be sent:
 - Invoice (Treasury Approved Form such as SF1080, SF1081, 4445R)
 - MA Transmittal Form (See Appendix G)
 - Excel spreadsheet with tracked costs
 - Other relevant supporting documentation
- Reimbursable bills sent to Primary Agency will be reviewed. If approved they will be forwarded to FEMA; otherwise, sent back to bureau for revisions.
 - Make sure to IPAC FEMA directly using the ALC 70-070002.

c. Final Steps

- Notify primary agency and DFC when a task is completed
- Submit final reimbursement request within 90 days of completing a task to the Primary Agency.
 - If it is the final bill to be sent to the Primary Agency it must be marked as “FINAL”.

3. Departmental Finance Contact (DFC)

a. Getting Started

- Issue Departmental Job Code to FPOC after confirming a Mission Assignment and sub-tasking form have been approved.
 - Store this DJC with appropriate information in access database.
 - This written confirmation (fax, email, etc.) will be sent by Executive Agent.

b. Throughout Mission Assignment

- Collect MA information every week and enter it into the access data base. The information should be received in an excel spreadsheet and in a standard format.
- Submit information from database to the Environmental Safe Guard group, Executive Agents and other appropriate staff
- Analyze reports created from database.
 - Check for validity, completeness, and consistency.
 - Evaluate the status of funding for the MAs.

c. Final Steps

- Report total cost figures to the Environmental Safe Guard group, Executive Agents and other appropriate staff when the MA has been.

D. Reporting

- Bureaus must submit Mission Assignment information to DFC weekly.
- DFC will prepare a summary financial report on bi-weekly basis.
- Primary Agency must submit a Mission Assignment Monthly Progress Report to FEMA on the internet at www.fema.gov/mapprogress/index.jsp.

IV. Non-Stafford Act Incidents of National Significance

If an incident has been declared an Incident of National Significance (INS), but not a Stafford Act disaster, then the FEMA Mission Assignment process is not used. It is important that the Federal agency track the associated costs for management analysis and possible supplemental funding from congress.

- No FEMA reimbursement should be expected. Bureaus or Offices must be prepared to use current funds for incident relief.
- Bureaus or Offices may request and provide Federal-to-Federal support by executing inter/intra-agency reimbursable agreements, in accordance with the Economy Act (31 U.S.C § 1535) or other applicable authorities.
- DOI Bureaus and Offices may request reimbursement from the requesting agency for eligible expenditures. In this case, Bureaus should use Appendix E, Memorandum of Agreement to this SOP, unless a previous MOA exists.
- Bureaus and Offices are strongly encouraged to ensure that effective procedures are in place to execute MOAs in a timely manner. Timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property.

Appendices

Appendix A. NRP Procedural Flow Chart

Overview

Description:

This set of flow charts is presented as an example of the broad representation of the communication and steps involved throughout the life-cycle of a Mission Assignment (MA). These charts are not meant to be used as a comprehensive set of guidelines. The intention is to provide a basic understanding of a mission assignment for individuals unfamiliar with MAs. For more specific information pertaining to MA procedures please refer to the Standard Operation Procedures (SOPs) created by the different divisions within the Department of the Interior (DOI).

In the event that national disaster is not declared under the Stafford Act, it is hard to determine a standard set of communication and steps. There are many scenarios that might arise when a Federal agency is in the position to determine how to best utilize their funding when reimbursement is not provided. Therefore, the Non-Stafford Act section of this flow chart is one such scenario. It is provided as a means of displaying a complete set of work flow diagrams. An understanding of off page references related to the Pentagon and associated letters is also found in Appendix A.

Page 12 Summary:

The flow chart located on page 12 depicts the basic outline of a MA being sent to the designated Primary Agency. It should be noted that the receiving individuals of an MA, within DOI, are the bureau Executive Agents. The group of Executive Agents will discuss/determine which bureau has the best available resources to handle the MA and if the support of another Federal Agency is required to complete the MA. Their determination will also include the possibility that the National Disaster is not declared under the Stafford Act.

Page 13 Summary (Stafford Act):

This page shows a summary of steps throughout the MA starting with the deployment of an Emergency Support Team. The steps provide an overview of the processes undertaken taken throughout the mission leading up to the creation of a bill. It is important to notice that although support agencies IPAC FEMA for reimbursement, they send their bill through the Primary Agency for approval.

Page 14 Summary (Stafford Act):

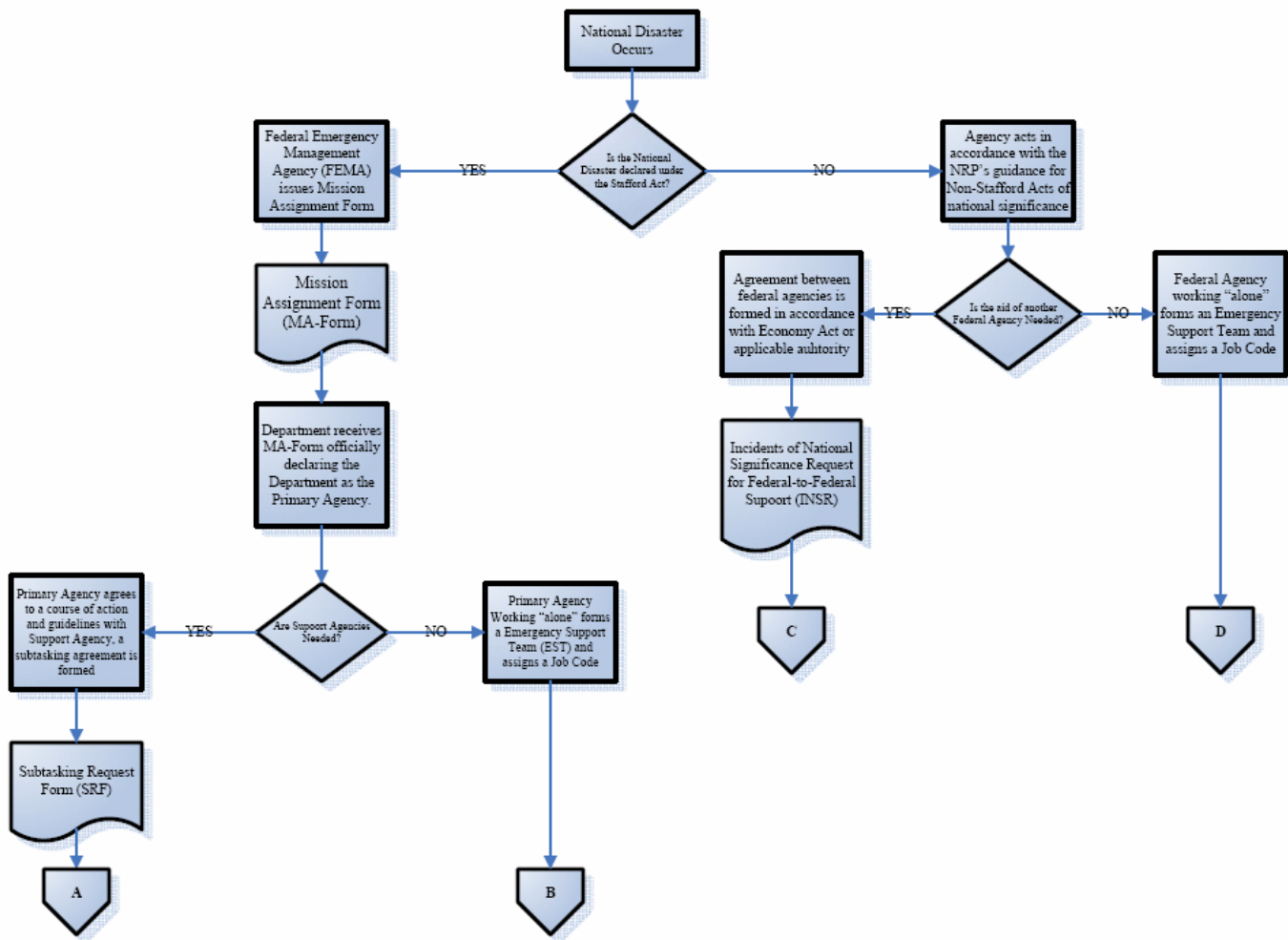
The potential outcome for a bill, after it has been sent to a Primary Agency, is displayed on this final flow diagram. If a support agency bill is found to be unsatisfactory, the bill is sent back to cede agency for review and revisions. Acceptable bills are forwarded onto FEMA.

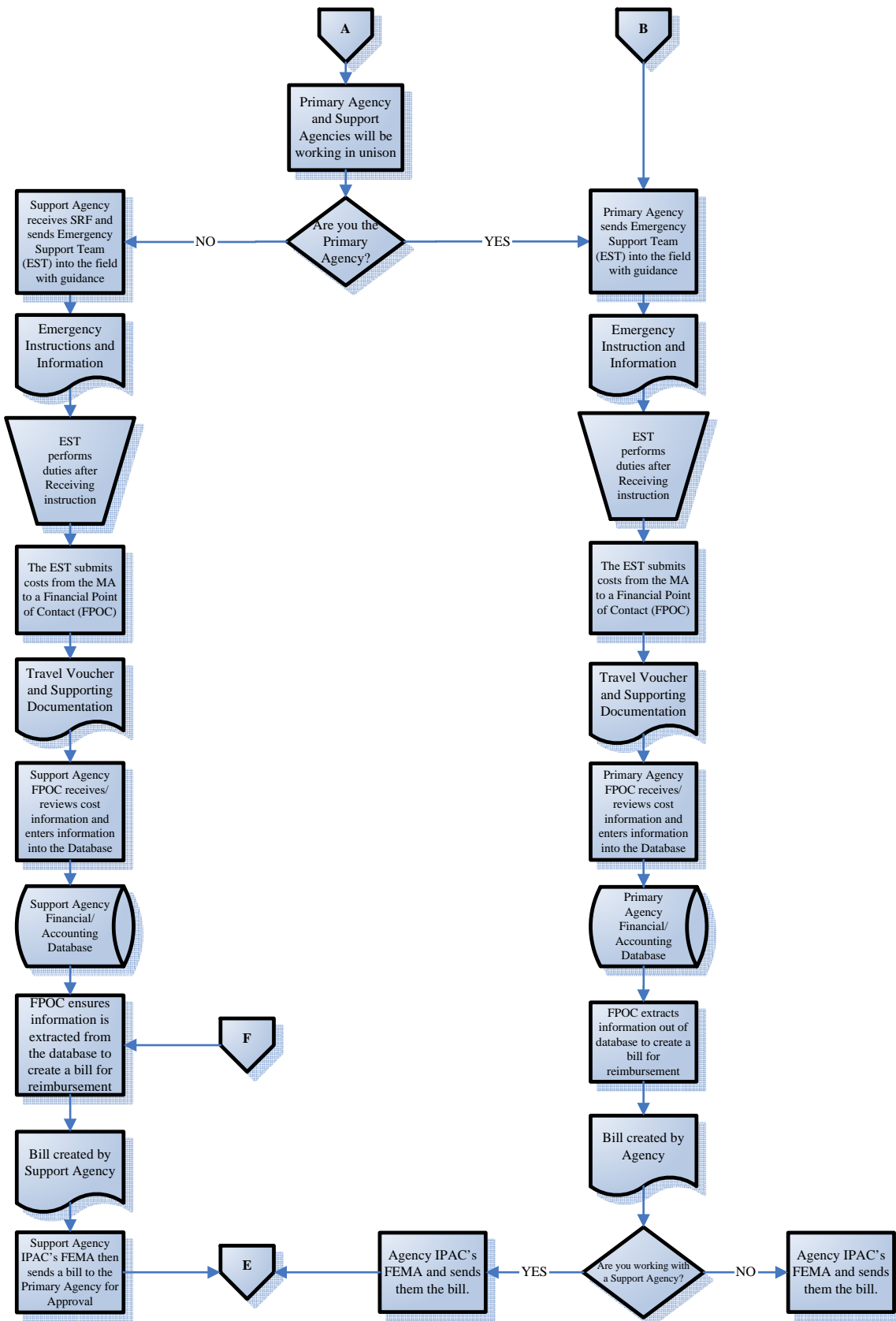
Page 15 Summary (Non-Stafford Act):

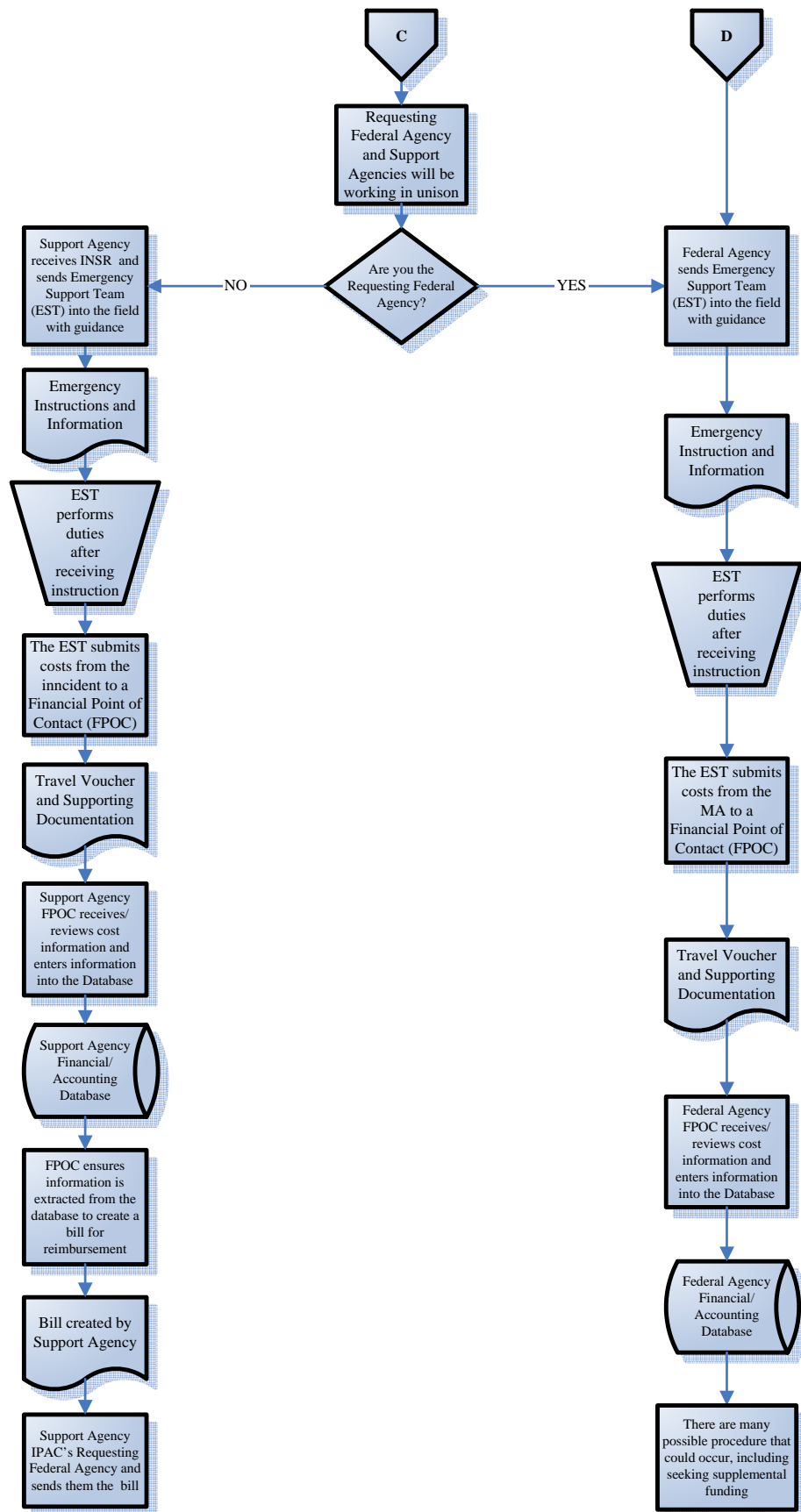
It is important to understand that procedures performed outside of the Stafford Act do not begin with a Mission Assignment. These procedures are conducted by a Federal agency as a service to the country. As such the agency has some latitude in how the funding will be spent. The procedures outline some steps a Federal agency might conduct to manage a non-Stafford Act

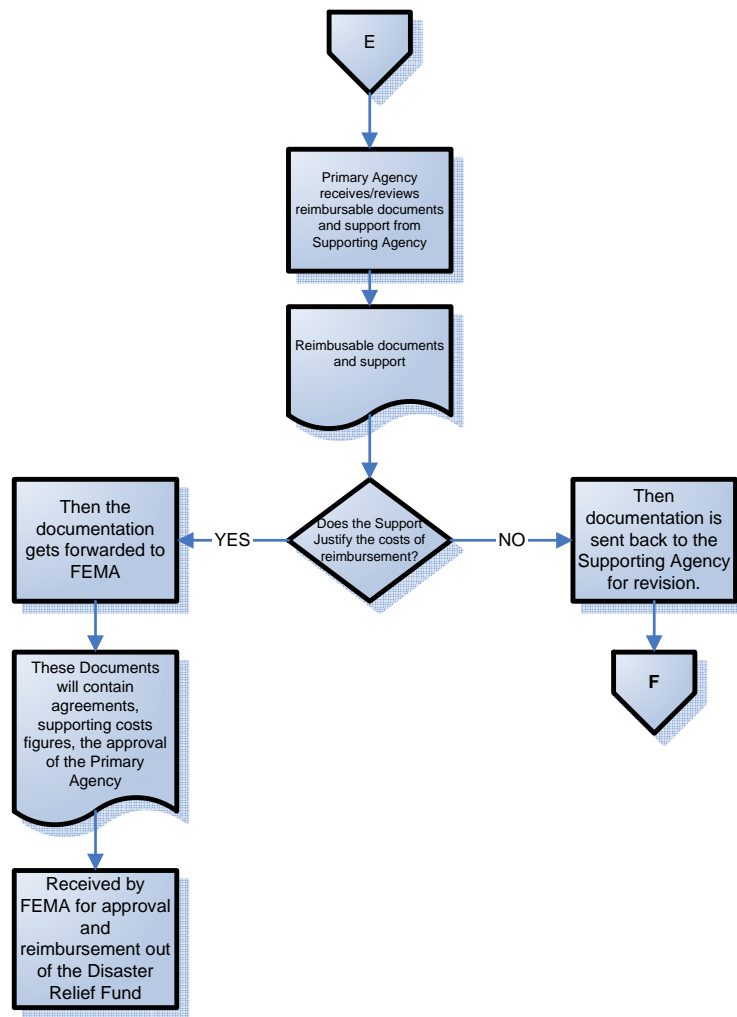
disaster of national significance. It is possible that the Federal agency could send a bill back to a support agency for review and revisions. This scenario is not provided in Appendix A.

Flow Charts









Appendix B. Mission Assignment Form

Mission Assignment Form (Stafford Act Declarations)
DHS/EPR/FEMA Form 90-129

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE MISSION ASSIGNMENT (MA)		See reverse side for Paperwork Burden Disclosure Notice		O.M.B. No. 1660-0047 Expires February 29, 2004	
I. TRACKING INFORMATION (FEMA Use Only)					
STATE		ACTION REQUEST NO.		PROGRAM CODE/EVENT NO.	
				DATE/TIME RECEIVED	
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached					
ASSISTANCE REQUESTED					
QUANTITY		DATE/TIME REQUIRED		INTERNAL CONTROL NO.	
DELIVERY LOCATION					
INITIATOR/REQUESTOR NAME		24-HOUR PHONE NO.		24-HOUR FAX NO.	
				DATE	
POC NAME		24-HOUR PHONE NO.		24-HOUR FAX NO.	
				DATE	
* State Approving Official (Required for DFA and TA):					
III. INITIAL FEDERAL COORDINATION (Operations Section) <input type="checkbox"/> See Attached					
Action To:		DATE/TIME		PRIORITY	
<input type="checkbox"/> ESF NO.: <input type="checkbox"/> Other:				<input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium	
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached					
MISSION STATEMENT:					
Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing.					
ASSIGNED AGENCY		PROJECTED START DATE		PROJECTED END DATE	
<input type="checkbox"/> NEW or <input type="checkbox"/> AMENDMENT TO MA NO.:		TOTAL COST ESTIMATE: \$			
ASSIGNED AGENCY POC NAME		PHONE NO.		FAX NO.	
V. COORDINATION (FEMA Use Only)					
TYPE OF MA: <input type="checkbox"/> Direct Federal Assistance <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Federal Operations Support					
State Cost Share (0%, 10%, 25%) State Cost Share (0%) State Cost Share (0%)					
STATE COST SHARE PERCENT %			STATE COST SHARE AMOUNT \$		
FUND CITATION			APPROPRIATION CODE		
20__ -06-__ -__ -__ -250__ -D			70X0702		
MISSION ASSIGNMENT COORDINATOR (Preparer)					DATE
**FEMA PROJECT OFFICER/BRANCH CHIEF (Program Approval)					DATE
**COMPTROLLER/FUNDS CONTROL (Funds Review)					DATE
VI. APPROVAL					
*STATE APPROVING OFFICIAL (Required for DFA and TA)					DATE
**FEDERAL APPROVING OFFICIAL (Required for all)					DATE
VII. OBLIGATION (FEMA Use Only)					
MISSION ASSIGNMENT NO.		AMOUNT THIS ACTION \$		DATE OBLIGATED	
				TIME OBLIGATED	
AMENDMENT NO.		CUMULATIVE AMOUNT \$		INITIALS	
* Signature required for Direct Federal Assistance and Technical Assistance mission assignments.					
** Signature required for all mission assignments.					

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Emergency Preparedness and Response Directorate, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address.

INSTRUCTIONS

Items on the Mission Assignment (MA) form that are not specifically listed are self-explanatory.

I. TRACKING INFORMATION. Completed by Action Tracker or other Operations staff. Required for all requests.

State: If multi-State, choose State most likely to receive resources, (i.e., when using 7220-SU Program Code)

Action Request No.: Based on chronological log number. Used for tracking.

Program Code/Event No.: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables, or simply state the problem.

Internal Control No.: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request requires Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

IV. DESCRIPTION. Completed by assigned agency Action Officer.

Mission Statement: Description of steps to complete the request. Include discussion of personnel, equipment, subtasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example: DOT-FAA, COB-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

V. COORDINATION. Completed by MAC, except for Project Officer and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

VII. OBLIGATION. Completed by Financial Specialist.

Mission Assignment No.: Assigned in FEMA financial system chronologically using assigned agency acronym and two-digit number.

Amendment No.: Note supplement number. For example: COB-SAD-01, Supp. 1, or DOT-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including amendments.

Appendix C. Sub-tasking Request Form

ESF Mission Assignment (Stafford Act Declarations) Subtasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____	ESF Primary Agency _____
Subtasking Agency _____	State _____ Disaster No. _____

Tasking Statement/Statement of Work

Project Completion Date: _____ Authorized Funding: _____

Reimbursement Procedure: Upon completion of scope of work, the subtasking Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____ (Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasking agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasking agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasking Agency Date

Authorizing Official, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

Appendix D. Action Request Form

Instructions

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate “see attached” in any field for which additional space or information is required.

I. Who is Requesting Assistance? Completed by Requestor.

II. What Needs to be Done? Completed by Requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of desired deliverables, or simply state problem/need.

Priority: The requestor’s priority, which may differ from the priority in Box III.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

- (1) State and local governments cannot perform, nor contract for the performance of the requested work;
- (2) Work is required as a result of the event, not a pre-existing condition; and
- (3) The State is providing the required assurances found in 44 CFR, 206.208.

III. Action Review/Coordination (OPS Section Use ONLY): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejecting. If request accepted, coordination with others, i.e. Log, ESFs, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief assigns tasked organization. Operations Section Chief may also indicate the Action Officer if known, or the tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e. Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time.

Priority: FEMA Operations Section Chief-assigned priority, may be different than Section II.

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Justification/Statement of Work: Description of task to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 60-1, 40-1, 40-3, or MA, this goes in "justification" tab in NEMIS.

IV. Action Taken (OPS Section Use ONLY): Completed by Ops Section Chief, MAC, Logistics

Action Request Results: Ops Section Chief, Mac, or Log should note what type of document the action resulted in by "checking" the appropriate box; i.e. Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detailed description in "Disposition" field. "Disposition" field should note steps taken to complete the Action, and personnel, sub-tasked agencies, contracts and other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all requests.

Form

U.S. Department of Homeland Security Federal Emergency Management Agency		See Reverse for Paperwork Disclosure Notice	OMB No. 1660-0047 Expires November 30, 2007
ACTION REQUEST			
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please Print)	2. Title	3. Phone No.	
4. Requestor's Organization	5. Fax No.	6. Email Address	
II. Requested Assistance (Completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority: <input type="checkbox"/> Lifesaving <input checked="" type="checkbox"/> Life sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Medium		4. Date and Time Needed
5. Delivery Site Location:		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date
III. Sourcing the Request - Review/Coordination (Operations Section Only)			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donations <input type="checkbox"/> Other (explain) <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	
3. Immediate Action Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Date	5. Time Assigned
6. Action Request	ESF#	7. Assigned to	
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer:	2. 24 Hour Phone No.	3. Fax No.	
4. FEMA Project Officer:	5. 24 Hour Phone No.	6. Fax No.	
7. Justification / Statement of Work:			
8. Estimated Completion Date:		9. Cost Estimate:	
V. Action Taken (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accountable Property Coordinated with APO			
Disposition:			
TRACKING INFORMATION (FEMA USE ONLY)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	

FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)

Appendix E. Memorandum of Agreement

Memorandum of Agreement: Mutual Aid for Incidents of National Significance (Non-Stafford Act)

I. Parties

The parties to this Memorandum of Agreement (Memorandum) are the Federal departments, agencies, and other organizations listed as signatories to the National Response Plan.

II. Authorities

- A. Homeland Security Act of 2002 (6 U.S.C. §101 et seq.).
- B. Economy Act (31 U.S.C. §1535).
- C. Other Applicable Federal Statutes including, but not limited to:
 - 1. Clean Water Act, as amended (33 U.S.C. § 1321)
 - 2. Oil Pollution Act of 1990 (33 U.S.C. § 2701 et seq.)
 - 3. Comprehensive Environmental Response, Compensation, and Liability Act, as amended (42 U.S.C. § 9601 et seq.)
 - 4. Small Business Act (15 U.S.C. § 631 et seq.)
 - 5. Public Health Service Act (42 U.S.C. 201 et seq.)
 - 6. Reciprocal Fire Protection Act (42 U.S.C. § 1856)
 - 7. Department of Veterans Affairs Emergency Preparedness Act (38 U.S.C. § 1785)
- D. Homeland Security Presidential Directive-5 (HSPD-5).

III. Purpose

The Federal Government's response to an Incident of National Significance will likely exceed the authority or capabilities of any individual Federal department, agency, or their elements ("Federal agencies"). Coordination and support within and among the Federal agencies is essential to maximize the use of available assets, resources, and expertise available under the National Response Plan (NRP) to save lives and to protect property, natural resources, and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Recognizing that each Federal agency has different expertise and resources, and plays an important role in responding to Incidents of National Significance, the purpose of this Memorandum is to create a framework for interagency or intra-agency mutual aid for Federal-to-Federal support among participants of the NRP when Federal-to-Federal support is requested and provided in the event of an actual or potential Incident of National Significance that is not declared a major disaster or emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§5121-5206 ("Stafford Act").

This Memorandum does not preclude participating Federal agencies from entering into supplementary agreements with other Federal agencies for incidents or events within their respective authorities or affect any other agreement to which a Federal agency may currently be, or decide to be, a party.

A. Operating Assumptions

1. Based on the incident's scope and impact, mutual aid requirements may vary depending on the magnitude and type of event; the stage of the prevention, preparedness, response, or recovery efforts; or the availability of resources, including nonmonetary resources.
2. A Federal entity with primary responsibility and statutory authority for handling an incident (i.e., the requesting agency) that needs support or assistance beyond its normal operations may request DHS coordination and facilitation through the NRP.
3. Generally, the requesting agency provides funding for the incident consistent with provisions of the Economy Act, unless other statutory authorities exist.
4. DHS coordinates assistance using the multiagency coordination structures in the NRP and in accordance with the NIMS.
5. In accordance with HSPD-5, Federal departments and agencies are expected to provide their full and prompt cooperation, available resources, and support, as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security in the exercise of responsibilities and missions as the principal Federal official for domestic incident management.

B. Operating Procedures

1. Federal agencies participating in the NRP may request and provide Federal-to-Federal support by executing interagency or intra-agency reimbursable agreements, in accordance with the Economy Act (31 U.S.C. §1535) or other applicable authorities.
2. The Reimbursable Agreement form to be used by Federal agencies requesting support is the Incidents of National Significance Request for Federal-to-Federal Support (see Attachment 3, Tab 1).
3. The period of support for purposes of reimbursement is stated in the reimbursable agreements.
4. All Federal entities shall use generally accepted Federal financial principles, policies, regulations, and management controls to ensure proper accountability of their respective funds.

IV. Responsibilities

A. Federal Agencies Requesting Support: Federal agencies requesting mutual aid pursuant to this Memorandum shall be responsible for:

1. Requesting Federal-to-Federal support by executing reimbursable agreements under this agreement. The reimbursable agreements describe work to be performed, date of completion, and funding limitations. The requesting agency is responsible for monitoring the work progress of the supporting agency.
2. In conjunction with its supporting agencies, advising the Federal Resource Coordinator (FRC) of the type of assistance and support requested, from which agencies support has been requested, when the support is provided, and amount and distribution of funding required in support of the Incident.
3. Overseeing all financial management activities relating to financial operations, ensuring that sound financial management practices and standards are applied, and ensuring that all funds expended are accounted for in accordance with generally accepted accounting principles for the Federal Government.
4. Coordinating requests with OMB and Congress for adequate funding to meet projected expenditures for specific incidents/events, as required.
5. Ensuring expeditious receipt and review of bills or requests for reimbursement for mutual aid provided prior to processing payment, and ensuring that proper documentation supports the expenditures claimed.
6. Reviewing all requests for reimbursement for goods and services from supporting agencies before payment. The requesting agency certifies that the expenditures claimed have been reviewed, are eligible, and are relevant to the request for mutual aid, and that costs are reasonable and supported by documentation.
7. Complying with the requirements of the Economy Act or other applicable statutes.

B. Federal Agencies Providing Support: Federal agencies providing reimbursable mutual aid support pursuant to this Memorandum shall be responsible for:

1. Maintaining appropriate documentation that clearly identifies the assistance provided to the requesting agency and supports requests for reimbursement.
2. Notifying the requesting agency when a task is completed or when additional time is required to complete work in advance of the projected completion date.
3. Submitting final reimbursement requests after completing a task. Final bills should be marked "Final."
4. Identifying a staff-level point of contact for financial coordination with other agencies and identifying a Headquarters-level point of contact for billing and reimbursement issues that cannot be resolved at the staff level.
5. Applying proper financial principles, policies, regulations, and management controls to ensure full accountability for expenditures.
6. Complying with the requirements of the Economy Act or other applicable statutes.

V. Reimbursement of Federal Agencies Providing Support

- A. Federal agencies providing mutual aid support under this Memorandum shall request reimbursement from the requesting agency for eligible expenditures. Requests for reimbursement should include a breakdown of charges by budget sub-object class or as otherwise specified by the requesting agency.
 - B. Fees for goods or services described on reimbursable agreements are paid from funds cited upon delivery. Payments are made using the Treasury Intra-governmental Payments and Collections (IPAC) system.
 - C. All requests for reimbursement must contain adequate documentation to support expenditures claimed as reimbursable. The vehicle used to obligate funds for authorized expenditures of Federal-to-Federal support is the Incidents of National Significance Request for Federal-to-Federal Support.
 - D. Federal agencies providing support and receiving reimbursement from the requesting agency for goods or services shall record such funds to the appropriation against which charges were made to fill the order. In accordance with OMB Circular No. A-11, Federal agencies should submit to OMB on the SF-132 an annual estimate of reimbursable budget authority expected to carry out their responsibilities under the NRP.
 - E. Advances of funds under Federal-to-Federal support reimbursable agreements shall comply with the business rules set forth in the OMB memorandum #M-03-01 dated October 4, 2002.
 - F. Nothing in this agreement is intended to and does not obligate funds, nor is this agreement to be construed as obligating funds of the parties.
- VI. Other Provisions:** Nothing herein is intended to conflict with current law or regulation or agency directives of any of the parties. If any terms of this Memorandum are found to be inconsistent with any such authority, then those terms shall be invalid, but the remaining terms and conditions are not affected by the inconsistency and shall remain in full force and effect.
- VII. Liability:** Each Federal agency shall be liable for the acts and omissions of its own employees to the extent provided by Federal laws or regulations.
- VIII. Effective Date:** This Memorandum is effective upon signature by the respective signatory Federal agencies.
- IX. Modification:** This Memorandum may be amended at any time to further its purposes, extended, or renewed by mutual written agreement of the parties. This Memorandum shall be reviewed on a periodic basis, but not less than once every five (5) years.
- X. Termination:** The terms of this Memorandum, as modified with the consent of all parties, remain in effect indefinitely unless either terminated by (1) mutual written agreement of the respective parties to one another or (2) the giving of thirty (30) days advance written notice by the respective parties. Notwithstanding any termination or withdrawal, the terms of this memorandum shall remain applicable to any outstanding Reimbursable Agreement.

APPROVED BY:

The parties to this Memorandum of Agreement (Memorandum) are the Federal departments, agencies, and other organizations listed as signatories to the National Response Plan.

Appendix E, Tab 1
Incidents of National Significance Request for Federal-to-Federal Support

Request for Federal-to-Federal Support						
I. Tracking Information (Requesting Agency Only):						
State (if applicable)	Action Request No.		Program Code/Incident No.		Date/Time Received	
II. Parties:						
Requesting Agency			Supporting Agency			
Contact	Phone		Contact	Phone		
Name (specify if billing address is different)			Name			
Address			Address			
City	State	Zip	City	State	Zip	
III. Duration:						
Projected Start Date:			Projected End Date:			
IV. Requested Support:						
<i>Brief description of requested support and basis for determining cost:</i> <i>(Attach additional sheet for continuation of explanation, if necessary.)</i>					_____ New Request _____ Amendment to Action Request No. _____	
ESF No. (if applicable)	Quantity		Delivery Location		Estimated Amount \$	
V. Authority for Request:						
<i>Cite authority for request if not Economy Act:</i>			<i>SEE REVERSE for Determination and Finding (if Economy Act)</i>			
VI. Funding:						
Agency Location Code	Appropriation Code		Funds Citation			
Requesting Agency Program Approval (Signature and Date)			Funds Certification Approval (Signature and Date)			
VII. Approvals:						
Approved for Requesting Agency:			Approved for Supporting Agency:			
Organization			Organization			
Signature			Signature			
Title			Title			

Conditions of Agreement

1. **Financing:** The charges for services shall include both direct and indirect costs applicable to the agreement. Advance payments, if authorized, are made on an estimated cost basis. If the estimated advance is different from the actual costs, proper adjustment (*refund or additional billing*) on the basis of the actual costs incurred shall be made upon completion of the work. (*The frequency of billing, such as monthly, quarterly, etc., must be stated in the narrative portion of the form.*)
2. **Other Provisions:**

Appendix E, Tab 1 (Continued)

**DETERMINATION AND FINDINGS: AUTHORITY TO ENTER INTO A PAYABLE
INTER/INTRA-AGENCY REIMBURSABLE AGREEMENT UNDER THE ECONOMY ACT**

Based on the following determinations and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), and as described on Page 1, the requesting agency intends to enter into an inter/intra-agency agreement with the supplying agency.

FINDINGS

- A. The requesting agency has a need for the supplying agency to provide the supplies and/or services as described on Page 1, Block IV. The total cost of the agreement is estimated to be \$ _____. (If this is a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate/total.)
- B. The supplies and/or services as described on Page 1, Block IV cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the supplying agency.
- D. NOTE: If the agreement requires contracting action by the supplying agency, indicate which of the following applies:
- _____ 1. The acquisition will appropriately be made under an existing contract of the supplying agency, entered into before placement of the order, to meet the requirements of the supplying agency for the same or similar supplies or services.
- _____ 2. The supplying agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency.
- _____ 3. The supplying agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.
- E. Because of the emergency nature of the need, it is in the best interest of the Government to issue an agreement.

DETERMINATION

Based on the above findings, I hereby determine that it is in the best interest of the Government to enter into an Interagency Agreement with the supplying agency.

Name of Contracting Officer or Other Official Designated by Requesting Agency Head:

Signature of Contracting Officer or Other Official Designated by Requesting Agency Head:

Date: _____

Approval of the Chief Procurement Officer if the supplying agency is not subject to the Federal Acquisition Regulation:

Name: _____

Signature: _____

Date: _____

Appendix F. Supporting Material

Supporting Documentation Samples

The following examples of supporting documentation should be included in your bill along with your Invoice (Treasury Approved Form such as SF1080, SF1081, 4445R) and MA Transmittal Form. FEMA has indicated that these are good and acceptable formats of support documentation. FEMA has stressed that a frequent reason for rejecting reimbursement bills involves the lack of detail included with the purchase or rental of supplies and equipment. For better guidance on FEMA's billing policies visit them on the web at www.fema.gov/ofm/billinst.shtm.

Sample 1.

DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
Denver Federal Center, Building 67
P.O. Box 25007
Denver, Colorado 80225-0007

DISASTER FINANCE
RECEIVED 11/2/04

Accompanying SF 1080, Bill to U.S. Federal Emergency Management Agency
Tropical Depression Ivan - 1558DR-WV
Severe Storms, Flooding, and Landslides
Partial Bill

Reference:
Interagency Agreement: Incident #204090502(1558DR-WV) with FEMA for \$ 307,140
Partial Billing, covering period, September 1, 2004 through November 30, 2004

Mission assignment:
West Virginia Flooding from Tropical Depression Ivan

Bureau of Reclamation Costs: \$234,337.85

Personal Services:

Direct Labor Costs:

TSC Employees:	\$ 168,679.00
Billable hours 1,975.5	
RSC/Regional/Area Office Employees:	
Regular Labor hours 224.0	\$ 8,184.96
Overtime Labor hours 171.5	\$ 6,265.76

Indirect Labor Costs:

Leave Assessment	\$ 2,046.24
Benefits	\$ 1,570.07
Dist Overhead Region	\$ 4,457.69
Dist Overhead Project	\$ 0.00

Total Personal Services \$ 191,203.72

Other Reclamation Costs:

Travel & Per Diem	\$ 27,571.06
Commercial Flights	\$ 2,821.42
Rental Cars	\$ 11,358.08
Motor Vehicle Fuel	\$ 1,039.04
Supplies for Temporary Office	\$ 344.53

Total Other Reclamation Costs: \$ 43,134.13

CURRENT AMOUNT BILLED: \$ 234,337.85

CUMULATIVE AMOUNT BILLED: \$234,337.85

REMAINING BALANCE ON ACCOUNT: \$ 72,802.15

[illegible]

Appendix G. Mission Assignment Transmittal Form

MISSION ASSIGNMENT REIMBURSEMENT TRANSMITTAL FORM			
SECTION I : ESF AGENCY SUBMISSION			
AGENCY:		Current Bill Amount:	
ADDRESS:		Fiscal POC:	
		Phone:	
		Fax:	
Type of Billing:	<input type="checkbox"/> SF#1080 <input type="checkbox"/> SF 1081 (OPAC) <input type="checkbox"/> Other:		
Agency Location Code:		ESF #	
ESF Agency Bill Number:		Primary ESF Tasking:	
		Support ESF Tasking:	
MA Number:		FEMA Disaster Number:	
Mission Description:			
Projected Completion Date:		Revised Completion Date:	
This is a partial bill <input type="checkbox"/> Resubmittal <input type="checkbox"/> Final Bill <input type="checkbox"/> no further obligations pending. The expenditures claimed have been reviewed and are relevant to the mission assigned. Costs are reasonable, supported by source documents maintained by this agency, and are not funded by another source. <i>(Include applicable signatures)</i>			
Primary ESF Agency Project/Program Administrator	Date	Phone	
Support ESF Agency Project/Program Administrator	Date	Phone	
Primary ESF Agency Financial Officer	Date	Phone	
Support ESF Agency Financial Officer	Date	Phone	
Attachments: <input type="checkbox"/> SF 1081 (OPAC) <input type="checkbox"/> SF 1080 <input type="checkbox"/> Other Treasury Approved Form		Attachments: Purchase of Equipment Forms Refer to the Financial Management Annex to the Federal Response Plan (FRP) for applicable forms.	

SECTION II : FEMA USE ONLY	
LOG#	PAYMENT AMOUNT APPROVED: _____ State Cost Share %: _____ State Cost Share Amount: _____

ROUTING	SIGNATURE AND DATE
FINANCIAL REVIEW	
EXCEPTION: Returned to Agency	
PROGRAM REVIEW	
MISSION ASSIGNMENT	
COORDINATOR REVIEW	
LOGISTICS REVIEW	<div style="display: flex; align-items: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>
DRM APPROVAL	
FORWARD FOR REIMBURSEMENT/ PAYMENT	
FINAL PAYMENT / DEOBLIGATION	DE-OBLIGATION AMT: _____

To receive reimbursement, completion of this form is required.

Continuation (Page 2)

Regular labor of permanent federal agency personnel and overhead cost are not eligible for reimbursement except when costs incurred would normally be paid from a trust, revolving or other fund. The Financial Manager of the agency requesting reimbursement for these costs must provide written certification with the bill stating that costs would normally be paid from a trust, revolving or other fund.

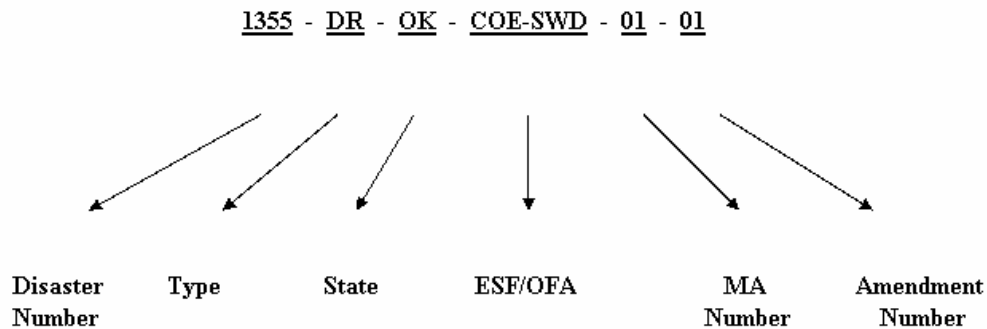
Agencies that qualify and may be seeking reimbursement must submit certified annual overhead rate proposals to FEMA OFM/DFD for approval prior to billing. OMB Circular A-87 should be used as a guide for this purpose. Indirect cost pools must be defined to explain how the costs are derived and applied. Indirect rates should be negotiated with FEMA annually.

References: MA billing instructions <http://www.fema.gov/ofm/billinst.htm>
MA Progress report and instructions <http://www.fema.gov/ofm/maprogress>

Appendix H. Departmental Job Code

The Departmental Job Code (DJC) is a reference to the MA and Incident numbers created by FEMA and located on the MA form. The DJC is not intended to replace the bureau job codes used for tracking costs. Rather, it will be used in conjunction with the bureau job codes. You will submit these two numbers along with the associated MA costs in the DOI Mission Assignment Report. This will allow DOI to track MA costs as a whole while allowing the bureaus to continue tracking costs using their own familiar procedures. The DOI Mission Assignment Report requires a break of the MA number which is listed below.

MA Number Explanation



The MA number appears on MA from NEMIS with no hyphens in lower left corner as:

1355DROKCOESWD01

The Amendment is noted in lower left corner as: 01

In Section II Description it would appear as: 1355DR-OK-COE-SWD-01-01

Appendix I. DOI Financial Emergency Operations Contact List

Name	Position	Work Phone	Alternate Phone	Email
	BIA – Executive Agent			
	BLM – Executive Agent			
	BOR – Executive Agent			
	FWS – Executive Agent			
	MMS – Executive Agent			
	NPS – Executive Agent			
	USGS – Executive Agent			
	BIA - FPOC			
	BLM - FPOC			
	BOR - FPOC			
	FWS - FPOC			
	MMS - FPOC			
	NPS - FPOC			
	USGS - FPOC			
Daniel Fletcher	PFM - Environmental Safe Guard Contact	202-208-4701		
	DFC			
Brenda Bowen	FEMA - Billing & Financial	540-542-7321		Brenda.Bowen@dhs.gov

- **FEMA address for supporting documentation:**
 - FEMA Disaster Finance Division
P.O. Box 800, Bldg. 708
Berryville, VA 22611
- **Important Informational Sources**
 - Department of Homeland Security at www.dhs.gov
 - FEMA at www.fema.gov
 - National Response Plan at http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml or
by calling 1(800)368-6498
 - Order free informational binders, CDs, etc. regarding the National
Response Plan (NRP) by calling 1(800)480-2520
 - Joe Bearden for NRP policy guidelines at 1(940) 898-5470.

Acronym List

Appendix K. (DOI) Mission Assignment Report

[illegible]